



ERRATA to Divine Mercy University Academic Catalog 2022-2024

The following policies are updates to the Divine Mercy University 2022-2024 Catalog and are considered incorporated into this publication.

CMHC Program

Incomplete Policy

Beginning on page 142

A student may petition an instructor to be assigned an incomplete as a grade when one or more course requirements have not been completed by the end of the course, due to extraordinary circumstances. The awarding of an incomplete is at the discretion of the instructor and the student must have completed academic assignments through the end of week 5 and passing the course. To be awarded an incomplete, the student and instructor must complete and sign the incomplete course agreement form and the instructor must deliver it to the registrar at the time that grades are due. The instructor is responsible for notifying the Office of the Registrar of the final grade assigned upon completion of all course requirements.

When a student has been assigned an incomplete the student must complete all outstanding course requirements within one month (30 days) following the end of the term of registration for the course. Failure to complete all course requirements will result in the instructor awarding a grade based upon work completed.

Students who receive financial aid and who carry a grade of incomplete into a subsequent semester risk loss of financial aid for that semester. Carrying an incomplete course grade reduces the student's overall grade point average and lowers the credit hours attempted-to-completed ratio – either or both factors can create a failure to meet the financial aid requirements for Satisfactory Academic Progress. Students who have two incompletes are not eligible to begin the next term until the incomplete grade has been submitted.



DIVINE MERCY UNIVERSITY

INSTITUTE FOR THE PSYCHOLOGICAL SCIENCES | SCHOOL OF COUNSELING

ERRATA to Divine Mercy University Academic Catalog 2022-2024

Re-entry for U.S. Veterans – Updated to Re-Application for Admission

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication beginning of page 21.

Reason for change: Revised to clarify the policies regarding veterans re-application and re-entry after military service.

Re-entry for U.S. Veterans

Following the student's release or return from military service, the student is entitled to reinstatement into their prior academic without having to re-qualify for admission if:

- The student returns to the same institution after a cumulative absence of not more than five years, and
- The student provides notice of intent to return to the institution not later than three years after completing the service period.

Advising will be provided to the student to determine the impact of absence from the program on the ability to resume study and advise the student of their options if the curriculum changed or the program no longer available or suitable.



ERRATA to Divine Mercy University Academic Catalog 2022-2024

Grievance Policy

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication beginning on page 45.

Reason for change: to clarify that the GI Bill is a registered trademark.

Student Grievance Process Policy

Disposition of the Grievance and Disciplinary Action

The academic dean will make the decision about action to be taken. The factual conclusions contained in the fact finding report shall be binding upon the academic dean for the purpose of this determination.

The academic dean will discuss the decision with the chair of the fact finding committee, prior to taking action, if the action to be taken is different than that recommended by the committee.

The academic dean will immediately notify the complainant and the respondent in writing of the disposition of the grievance once the decision has been made.

The decision of the academic dean will be made within ten (10) working days of the receipt of the fact finding report. The decision may be appealed in writing by either the complainant or the respondent to the president of the University; the appeal must be made no later than fifteen (15) working days from the date of the academic dean's notification of the decision.

If the complainant is a student and the student has not received a satisfactory resolution after exhausting all available grievance procedures established by the institution, the student may contact the State Council of Higher Education for Virginia (SCHEV) as a last resort in the grievance process, using this link:

<http://surveys.schev.edu/students/studentcomplaint.asp>.

Procedures for Veterans and Other Eligible Persons

The Student Grievance Process Policy should be followed by all students. Veterans and other eligible persons may report a grievance against the institution to the Virginia State Approving Agency and US Department of Veterans Affairs as required: "The Virginia State Approving Agency (SAA) approves education and Virginia training programs. Our office investigates complaints of GI Bill ® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov." GI Bill® is a registered trademark of the U.S.

Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

Student Grievance Resolution Procedures Involving Staff

The same procedures as described for student grievances directed to faculty will be followed in the case of a student grievance directed to a staff member, with the following two exceptions:

- a) the Vice President for Finance and Administration will serve in place of the academic dean; and,
- b) the fact finding committee will be appointed from either staff or faculty of the University.

Retaliation Prohibited

DMU strictly prohibits retaliation against a member of the University community who files a grievance, against whom a grievance is filed, or who otherwise is a participant in the grievance resolution procedure. Such retaliatory conduct includes, but is not limited to, decreasing an employee's pay, reducing a student's grade, or downgrading a person's performance evaluation.



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ERRATA to Divine Mercy University Academic Catalog 2022-2024

Financial Aid Types of Aid – Veterans Benefits

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication beginning of page 53.

Reason for change: Clarify the approved statement that the institution is approved to offer veterans educational benefits in the Financial Aid Overview section of the Academic Catalog.

Types of Aid

External

- **Veteran Affairs Benefits**

This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. Visit <http://www.gibill.va.gov/> for more information. GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.



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ERRATA to Divine Mercy University Academic Catalog 2022-2024

Veterans Affairs (VA) Payment Policy – Updated to include Chapter 35

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication beginning of page 60.

Reason for change: Updated to include Chapter 35 Dependents' Educational Benefits effective August 1, 2022.

Veterans Affairs (VA) Payment Policy

Any Covered Individual who is entitled to education assistance under Chapter 31, Vocational Rehabilitation and Employment, chapter 33, Post-9/11 GI Bill Benefits, or Chapter 35, Dependents' Educational Assistance Program (DEA) is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to education assistance under Chapters 31, 33, or 35 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website-eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on that earlier of the following dates:

1. The date on which the payment from VA is made to the institution.
2. Ninety (90) days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

In accordance with Title 38 US Code 3679 subsection (e) of the Veterans Benefits and Transition Act of 2018, Divine Mercy University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from Department of Veterans Affairs (VA) education benefits under Chapter 31 (Vocational Rehabilitation & Employment), Chapter 33 (Post 9/11 GI Bill Benefits), Chapter 35 (Dependents' Educational Assistance).

GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.



ERRATA to Divine Mercy University Academic Catalog 2022-2024 MSP Academic Good Standing Policy

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication under the heading of Program Requirements starting on page 112.

Reason for change: Add the MSP Academic Good Standing Policy

**MSP Academic Good Standing
Effective February 15, 2023**

MSP Academic Good Standing

To remain in good academic standing, students must maintain a minimum cumulative grade point average of 3.0. A 3.0 cumulative grade point average is required to graduate. In addition, students must receive a grade of B- or higher on all their Capstone papers. The status of all students will be reviewed at the end of each academic period by the registrar, who will update student status accordingly.

Academic progress is also reviewed by the appropriate University offices for compliance with the distinct eligibility requirements for financial aid, veterans benefits, and student visa status. See the respective sections for additional information.



ERRATA to Divine Mercy University Academic Catalog 2022-2024 MSP Academic Dismissal Policy

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication under the heading of Program Requirements starting on page 112.

Reason for change: Add the MSP Academic Dismissal Policy.

MSP Academic Dismissal

Effective February 15, 2023

Academic Dismissal

Students placed on academic probation for two semesters or who have received a grade below B- in PSY 599 three times and fail to resolve the academic deficiency may face academic dismissal.



ERRATA to Divine Mercy University Academic Catalog 2022-2024 MSP Remediation Policy.

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication under the heading of Program Requirements starting on page 112.

Reason for change: Add the MSP Remediation Policy.

MSP Remediation
Effective February 15, 2023

Remediation

Students may be placed on a remediation plan for two reasons:

- The cumulative GPA is below a 3.0
- A Capstone project paper has received a grade lower than a B-

Since academic writing is an essential part of succeeding in a graduate psychology program, students who have received a grade below B- in a Capstone paper will automatically be enrolled in PSY 599, the 1-credit Capstone writing course, in order to receive additional support for their academic writing and research skills. Students must complete this course with a grade of B- or above. Students who receive a grade below B- in PSY 599 must retake the course in the following term.



ERRATA to Divine Mercy University Academic Catalog 2022-2024 MSP Academic Probation Policy

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication under the heading of Program Requirements starting on page 112.

Reason for change: Add the MSP Academic Probation Policy.

MSP Academic Probation Effective February 15, 2023

Academic Probation

In the event of failure to meet the above standard for academic good standing, students will be placed on academic probation and receive notification regarding their academic standing. The Registrar refers students on Academic Probation to the Program Director to develop a plan for remediation.



ERRATA to Divine Mercy University Academic Catalog 2022-2024 MSP Incomplete Policy

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication beginning on page 111.

Reason for change: Update the MSP Incomplete Policy

MSP Incomplete Policy Effective February 15, 2023

Incompletes

Incompletes are to be seen as an academic exception for emergency situations on a case by case basis. Should students have experienced extraordinary circumstances during a course that have made finishing the course material unlikely by the end of the term, they may petition the instructor for an incomplete which, if the instructor agrees, will allow them up to 30 days to finish the assignments.

Students must have participated actively in the first five weeks of the course to be eligible for an incomplete grade. Students who wish to petition for an incomplete must request the incomplete from the course instructor by the end of the 7th module of the course. In addition, students must meet with their course instructor to discuss a plan for completing the assignments, request the incomplete form from the registrar's office, and return the completed and signed form indicating missing assignments to the registrar' office. Failure to complete all course requirements will result in the instructor awarding a grade based upon work completed with missing assignments graded as a zero.

Students who receive financial aid and who carry a grade of Incomplete into a subsequent semester risk loss of financial aid for that semester. Carrying an Incomplete course grade reduces the student's overall grade point average and lowers their credit hours attempted-to-completed ratio – either or both factors can create a failure to meet the financial aid requirements for Satisfactory Academic Progress.



ERRATA to Divine Mercy University Academic Catalog 2022-2024 PsyD Class Attendance Policy

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication beginning on page 28

Reason for change: Update the PsyD Class Attendance Policy

PsyD Class Attendance Effective February 1, 2023

Class Attendance

All students are required to attend all scheduled classes. Students are required to complete all examinations and other course requirements as stipulated in each syllabus.

Students may miss up to 2 classes total in a 15-week semester or 1 class total in a 5-week semester. Students must promptly notify the instructor of their absence and are responsible for making up the in-class work that they missed in a timely manner. Students who miss more than 2 class sessions in a 15-week semester or 1 class session for a 5-week semester, will be automatically issued a withdrawal fail (WF) from the course.

Students may appeal to the Program Director for an exception to this policy. The exception shall be jointly reviewed by the Instructor and the Program Director.



ERRATA to Divine Mercy University Academic Catalog 2022-2024 PsyD Incomplete Policy

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication beginning on page 91.

Reason for change: Update the PsyD Incomplete Policy

PsyD Incomplete Policy Effective February 15, 2023

Incomplete Policy

When a student receives an incomplete, they have a maximum of fourteen (14) calendar days from the end of the last day of the course, to complete all outstanding course requirements. Failure to complete all course requirements will result in the instructor awarding a grade based upon work completed. Students are ineligible to start new coursework unless all incomplete course requirements are satisfied as noted above AND before the first day of the next semester/term. If an incomplete is not satisfied by this time, an academic hold will be placed on the student's account and the student will be administratively withdrawn from the program and university. The student may be required to apply for re-entry to the program and university consistent with existing policies and procedures. Students who receive an incomplete, or do not satisfy the requirements for an incomplete, risk loss of financial aid for failure to meet the financial aid requirements for Satisfactory Academic Progress.



ERRATA to Divine Mercy University Academic Catalog 2022-2024 PsyD Incomplete Policy

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication beginning on page 82.

Reason for change: Update the PsyD Incomplete Policy

PsyD Criteria for Transfer of Credit Effective February 15, 2023

Criteria for Transfer of Credit

Graduate credits are transferable from regionally accredited institutions. Courses considered for transfer must have been completed within a period of six years prior to acceptance into the University's programs. Exceptions to this time limit may be granted for applicants who have been actively involved in the field in which the degree was earned on a continuous basis prior to admission. Extension, continuing education, or in-service courses that are not intended by the institution offering the courses as part of a degree program are not acceptable for transfer credit to the University. No graduate credit can be awarded for undergraduate-level courses.

Students admitted to the Psy.D. Program may petition for the transfer of a maximum of 18 credit hours. All transfer courses must have been earned at a graduate-level program in a regionally accredited college or university.

Transfer of graduate credits earned at other institutions is not automatic. Only graduate credit for courses determined to be equivalent to courses offered at the University can be transferred for course credit. In addition, only courses for which a grade of B (3.0) or better is obtained will be considered for transfer.

Applicants should note that given the unique mission of the University, certain courses completed at other academic institutions may differ significantly in content, although a similar title is given to the course at both institutions. Therefore, the following courses are not eligible for transfer into the PsyD program:

- PHT 505 Philosophical and Theological Anthropology I
- PHT 506 Philosophical and Theological Anthropology II
- PHT 535 The Catholic Vision of Spiritual Maturity
- PHT 614 Practical Reasoning and Moral Character
- PHT 635 Theology of Marriage and Family
- PSY 512 Law, Ethics, and Psychology
- PSY 516 Basic Interviewing and Clinical Skills
- PSY 609 Adult Psychotherapy
- PSY 610 Child Psychotherapy
- PSY 611 Marital Psychotherapy
- PSY 724 Advanced Adult Psychotherapy
- PSY 736 Child Psychopathology
- PSY 836 Advanced Personality Assessment